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17 MAY 1965

**MEMORANDUM FOR:** Director of Budget, Program Analysis, and  
Manpower

**SUBJECT** : Cost Reductions

**REFERENCE** : GSA Temporary Regulation No. A-2 dtd 15 Jan 65,  
subj: "Reduction in Purchase of Office Furniture  
and Typewriters, and Moratorium on Purchase  
of Filing Cabinets"

1. Cost reductions and economies are being achieved in the Agency resulting from the coordinated effort of all offices but which can be more readily identified by the Support Directorate. These represent significant economies which should not be overlooked and should be included by the Office of Budget, Program Analysis, and Manpower in the next report of cost reductions to the Bureau of the Budget.

2. HN ☐ "Elimination of Inactive Records" and HN ☐ "Reduction in Purchase of Office Furniture and Typewriters" published in response to the President's directive in the referenced GSA instruction have had gratifying responses throughout the Agency. The Records Administration Staff of the Support Directorate, responsible for conducting the program outlined in the Notice, reports the following specific achievements in response to HN ☐ for the quarter ending 31 March 1965:

- a. 9,485 cubic feet of files destroyed or retired to inactive storage space,
- b. 238 pieces of filing equipment returned by offices to the Office of Logistics inventories,
- c. 14 Records Control Schedules revised to reflect shorter, more realistic retention periods, and
- d. 19 Records Control Schedules currently under revision.

In addition, Agency components are converting to more economical shelf filing where appropriate and to the use of space-saving filing equipment.

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3. Although difficult to express in terms of specific dollar savings, this is a significant accomplishment in cost reduction. The recovery of filing equipment and conversion to shelf filing which frees working space for other purposes represent realistic economies and increased productivity through work-improvement techniques. The elimination of obsolete files and the retirement of seldom-used records to less costly space is a continuing effort from which further economies should be realized.

4. Since the publication of HN  more than a hundred typewriters have been returned by offices to the Office of Logistics Inventories, many of which can be rehabilitated and reissued with a consequent reduction in new equipment procurement. Requests for new furniture have decreased with the announcement in the Notice of the new criteria governing the approval for issuance. Specific dollar savings cannot be determined but an analysis of furniture issuances in previous comparable periods show a substantial reduction for the first quarter of 1965.

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5. Periodic reporting to GSA on filing equipment utilization and records administration, within security limitations, will be made by the Chief, Records Administration Staff to Mr. Herbert E. Angel, Assistant Archivist for Records Management, National Archives, General Services Administration, who has asked that reporting be done on an informal, verbal basis.

SIGNED: E. L. BANNERMAN

**R. L. Bannerman**  
Assistant Deputy Director  
for Support

✓cc: Chief, Records Administration Staff

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*5/10/65 1. C. Reguigat / Kelly  
2. F. Galt - Equipment Maintenance*

<b>TRANSMITTAL SLIP</b>		
TO: Chief, Records Administration Staff <i>(Signature)</i>		
ROOM NO. 604	BUILDING 1016 16th Street	
REMARKS:		
FROM: Assistant Deputy Director for Support		
ROOM NO. 7D18	BUILDING Hqs.	EXTENSION <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

FORM NO. 241  
GPO : 1957—O-439445 (47)

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